
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
September 14, 2006

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Vice Chair, Port Hueneme. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Lowenthal, Bonnie	City of Long Beach
Ovitt, Gary	County of San Bernardino
Roberts, Ron	City of Temecula
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Baldwin, Harry	City of San Gabriel
Loveridge, Ronald	City of Riverside
Mikels, Judy	County of Ventura
Pettis, Greg	City of Cathedral City
Smith, Greig	City of Los Angeles

New Members

Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
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1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:15 a.m.

2.0 ELECTION OF CHAIR

Dennis Washburn, Calabasas was elected Vice Chair.

3.0 PUBLIC COMMENT PERIOD

4.0 REVIEW and PRIORITIZE AGENDA ITEMS

Action Items were received as follows: 6.1; 6.3; 6.2...

5.0 CONSENT CALENDAR

5.1 Approval Item

5.1.1 Minutes of July 6, 2006 Meeting

5.1.2 Contract Amendments Over \$25,000

5.1.3 2006-2007 California Trucking Association Membership Dues

5.1.4 2006-2007 CALCOG Membership Dues

5.1.5 MOU with Clean Cities Coalition

5.1.6 Continuing Cooperative Agreements (CCA) between SCAG and
Subregions

Motion by Bowlen to Approve Consent Calendar, Seconded by Smith, then unanimously approved by the Committee.

5.2 Receive and File

5.2.1 Contracts/Purchase Orders\$5,000 to \$250.000

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6.0 ACTION ITEMS

6.1 Fulbright & Jaworski Contract

Karen Tachiki, Legal Counsel, informed the Committee that the Regional Council had previously retained Fulbright & Jaworski, particularly Colin Lennard as General Council to the board. A slight increase in the blended hourly rate was requested, however, the maximum amount would remain as is.

Motion by Washburn approve, Seconded by Aldinger, then upheld by the Committee.

6.2 Regional Housing Needs Assessment (RHNA) General Fund Request

Hasan Ikhrata, Director, Planning and Policy, asked the Committee to consider a proposal for \$100k in additional monies to fund RHNA related activities through December 2006.

Motion by Washburn to approve, Seconded by Dixon, then upheld by the Committee.

6.3 I-710 (South) EIR/EIS MOU

Alan Thompson, SCAG Staff, reported that the MOU specifies that the parties establish a joint project team to undertake the following tasks:

- Secure completion of Project Identification Number
- Develop a funding and financing plan for the EIR/EIS
- Identify near-term improvement strategies for the corridor's air quality
- Prepare a Preliminary Report and combined EIR/EIS for the locally preferred strategy
- Prepare a Preliminary Report including all necessary environmental documentation and related technical studies.

Motion by Dixon to approve, Seconded by Bowlen, then upheld by the Committee.

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6.4 Resolution 06-478-1 Conferring Designated Recipient Status to VCTC LACMTA, and OCTA for the Large Urbanized Areas (UZA'S) for the JARC/New Freedom Programs

Bob Huddy, SCAG Staff, reported that under SAFETEA-LU there are two new programs: 1) Job Access Reverse Commutes Project; and 2) New Freedom Program. These programs provide funding for the purpose of implementing new public transportation services and alternatives beyond what is required by ADA and supports job access projects to transport welfare recipients and low income individuals to and from work. Both programs require a designated recipient; VCTC, LACMTA, and OCTA have requested to become designated recipients and SCAG concurs with the request.

Motion by Bowlen approve, Seconded by Smith, then upheld by the Committee.

6.5 Approve Travel to IAP2 Conference in Montreal, CAN
Approved as written.

Motion by Dixon approve, Seconded by Bowlen, then upheld by the Committee.

6.6 North Los Angeles County (NLA Co.) Subregion - Approve Payment of \$22,000 Consulting Services
Approved as written.

Motion by Washburn to approve, Seconded by Bowlen then upheld by the Committee.

6.7 FY 2006 -07 Overall Work Program (OWP) Amendment (2)

Wayne Moore, CFO, reported that the amendment is being proposed to adjust carry-over estimates from the FY 2006-2007 budget, delete a couple of projects, and reallocate budget within a work program. It is an administrative amendment to the OWP and does not change the overall budget.

Motion by Aldinger to approve, Seconded by Washburn then upheld by the Committee.

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6.8 Revision to Regional Council Stipend and Meeting Expense Policy

Wayne Moore, CFO, explained this revision covers public transit expenses incurred by Regional Council members in attending meetings and other SCAG sponsored business.

Motion by Aldinger to approve, Seconded by Washburn then upheld by the Committee.

6.9 Amendment to the SCAG Travel Policy and Guidelines

Wayne Moore, CFO, asked the Committee to approve an increase the mileage reimbursement allowance from 34 cents per mile to 44.5 cents per mile; making it consistent with the state's reimbursement policy.

Motion by Aldinger to approve, Seconded by Washburn then upheld by the Committee.

6.10 FY 2007-2008 Comprehensive Budget Development

Wayne Moore, CFO, reported that the Regional Council is required to approve the budget development schedule. In an effort to meet state mandated deadlines staff has provided the Committee with a schedule of dates of actions required by SCAG.

Staff plans to provide budget strategic outcomes and objectives for the fiscal year next month.

Motion by Washburn to approve, Seconded by Aldinger then upheld by the Committee.

6.11 Increase Threshold for Approval of Contract Amendments

Wayne Moore, CFO, reported that in May of 2005 the Regional Council increased the threshold from \$25,000 to \$250,000 for approval of contracts, however, left the threshold for contract amendments at \$25,000. The Committee was asked to increase the contract amendment threshold from \$25,000 to \$75,000. He also stated that all amendments that raise the contract value above \$250,000 would require Regional Council approval.

Staff was also directed to provide the Committee with a quarterly report of the aggregate activities.

Motion by Washburn to approve with amendment, Seconded by Burke then upheld by the Committee.

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7.0 INFORMATION ITEMS

7.1 Audit Committee Report

Paul Nowatka, Chair, reported that the Committee reviewed:

- Revised language to the Continuing Cooperative Agreements (CCAs)

7.2 CFO Report

Wayne Moore reported:

- Balance of funds leftover from the last fiscal year was approximately \$8.3 million. Part of the budget process this fiscal year will address all of the items that were carried-over to improve the scheduling and implementation of programs.
- The General Fund Budget is being reviewed for reallocation and as a possible supplement for RHNA funding.

8.0 FUTURE AGENDA ITEMS

- Implementation of Budget Forecasting (2 year cycle)

9.0 ANNOUNCEMENTS

10.0 ADJOURNMENT

Hon. Toni Young, Chair, adjourned meeting at 9:55am. Next meeting will be held at the SCAG offices on Thursday, October 5, 2006.

Minutes Approved by:

Wayne Moore, Chief Financial Officer
Staff to the Administration Committee